

#### ARIZONA ACCOUNTING MANUAL

SECTION V-E

PAGE

DATE 06/30/97

SUBJECT

#### RECORDS RETENTION AND DISPOSTION SCHEDULE

Agen ALI	cy Name: _ STATE AGENCIES - AGENCY	/ 17111				Раззжога:
No	RECORDS SERIES	FINA.		i=tiiei	A (1415-)	PAGE 1 OF 1
		Code	e#	F.C.		REMARKS (Include start point of retention.)
1	Agency Budget Request including work papers, spread sheets, calculations, etc. (paper and/or electronic media)		3	0	3	After fiscal year submitted
2	Subordinate Organization Unit requests and work papers (paper and/or electronic media)		3	0	3	After fiscal year submitted
3	Budget Approved and Appropriated (agency copy)		3	0	3	After fiscal year concerned
4	Expense Accounting Records including agency copies of all claims, warrant registers, purchase orders, invoices, etc. (paper and/or electronic media)	į				
	a. State Funded Programs	į	5	0	5	After fiscal year created or received
	b. Federally funded projects and non- renewable grants	ļ	5*	0	5.	After fiscal year of final voucher payment
	c. Federally funded continuing programs and renewable grams		5.	0	5*	After fiscal year created
. 1			ļ			Retention period must meet or exceed the requirements of the federal funding agency.
5	Employee Time and Leave Records (official agency copy)		3	a	3	After fiscal year created (29CFR16.2 two years)
6	(HRMS40) Employee Notice Personnel /Payroll Data Add - Change - Delete		3	0	3	After fiscal year created (29CFR516.2)
7	Payroll Deduction Records		4	0	4	After fiscal year created (29CFR404.1256)
8	Deposits with Treasurer (paper and/or electronic media)		3	0	3	After fiscal year created
9	Contracts (official agency copy)		6	0	6	After fiscal year fulfilled, canceled, or voided
10	Capital Equipment Inventory (paper and or electronic media)		3	0	3	After fiscal year created
11	Financial Audit Reports (agency copy)		3	a	3	After fiscal year of audit
						Supersedes Schedule dated: May 14, 1992
	G. by: Substance Company  Geostoment of Library, Accesses and Public Records	Q				Approvat Date: 

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## RECORDS RETENTION AND DISPOSITION SCHEDULE

۷L.	L STATE AGENCIES - AGENC					PAGE 1 OF 1
	RECORDS SERIES	FLS. Cade	REI CTR	क्रामध्य २३	(FFE) Total	REMARKS
1	Minutes: a. Governing boards/commissions		Perm			(Include start point of retention.)  Microfilm annually for security. Contact DLAPR. Records Management Div. at 542-3741.
	b. Other decision making bodies		Perm	0	Perm	Microfilm annually for security. Contact DLAPR, Records Management Div. at 542-3741.
	c. Advisory boards; committees; task forces; ad hoc agency committees; etc.		3	0	3	After calendar year created
	d. Audio and/or Video Tapes		Зто	0	Зто	After date of meeting (Recycle by re- recording is recommended.)
2	Board, commission, or committee records including agendas, notes, correspondence, etc.		3	0	3	After calendar year created
3	Final reports of special committees, consultants, task forces, venture teams, etc no action resulting from report		5	0	5	After report submitted .
4	Final reports of special committees. consultants, task forces, venture teams, etc resulting in project or program		-	-	-	File with project or program records
5	Agency Directives, Policies, or Orders including organization charts (original/official copy)		Perm	o	Perm	Consider microfilming if volume justifies.
6	Agency annual reports required by statute or admin, rule (official agency copy)		10	0	10	After year reported (Permanent copy at DLAPR, Research Division)
7	Legislation Files including case files for proposed legislation		1	0	1	After passed into law or defeated and abandoned
8	Records Retention and Disposition Schedules (agency copies)	•	7	0	1	After revised
9	Certificates of Records Destruction	-	2	0	2	After fiscal year records destroyed
0	Requests for Microform/Imaging Utilization		ī	0	- 1	After renewed or application terminated
7	Intergovernmental Agreements (IGAs)		3	0	1	After canceled, suspended or expired
2	Audit reports (agency copies)		5	0	1	After audit completed Supersedes Schedule dated: May 14, 1992
	Decisionent of Ubrary, Accesses and Public Records	L.				Approval Date: OCT 3 0 1995

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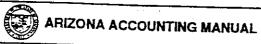
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### RECORDS RETENTION AND DISPOSTION SCHEDULE

_L	Name: STATE AGENCIES - OFFICE		USTF	ATI	NO	PAGE 1 OF 2
Œ.	RECORDS SERIES	R.S. Cade		ETTION FLC.		REMARKS (Include start point of retention.)
ī	General correspondence - not related to a specific case or project		-			
	a. Official copy (Signed original or a copy of a signed original)		2	0	2	After Created or received
	b. Final draft maintained on hard disk or floppy disk in a word processing system or on a computer (non-record copy maintained for convenience)		3 mo	O	am S	After official copy created
	c. Earlier drafts		-	-	-	After superseded
2	E-Mail communications including sender and receiver identification; time and date sent and received; complete message					
	Records maintained on individual computers*		-	-	-	Retain for the same length of time as required for other forms of the record series
	b. Records maintained on servers*		-	-	-	Retain for the same length of time as required for other forms of the record series
	c. Documents created with other soft- ware, transmitted via E-Mail and main- tained on hard disk or floppy disk		-	-   	-	Retain for the same length of time as required for other forms of the record series
	d. Routine non-record communication		-	-	-	Retain until information value has been served or a maximum of three months
	e. E-Mail system back-ups		1 mo	-	1 ma	After date backup run
	f. E-Mail Directories & Distribution Lists		3		3	After updated or modified
3	Transitory materials including correspondence of limited reference value, letters of transmittal and informational bulletins (paper and/or electronic media)		3 mo	0	3 то	After created or received
4	Appointment calendars for an office or individual (paper and/or electronic media)		1	0	1	After calendar year created
	Meeting the requirements of the definition of public records pursuant to A.R.S. §41-1350.					
						Supersades Schedule dated: May 14, 1992
CIO	vec.by:	non	(/	<b></b>		Acproval Date: 0ET 3 0 1995



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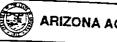
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α.	STATE AGENCIES - OFFICE	ADM				
	RECORDS SERIES	F.S.			IN (YFE) Tota	REMARKS
5	Reference materials including duplicate files or documents, periodicals, catalogs, published reports, etc. (non-records)		-	-	-	After informational value has been serve
6	Working documents including notes, drafts, feeder reports, etc. used in the development of final or summary records (paper and/or electronic media)		1	0	1	After completion of final record
<del>7</del>	Progress/Activity reports (except official agency annual report) including weekly or monthly reports to supervisors and management (paper and/or electronic media)		1	0	1	After fiscal year produced
	Office internal administration records including work procedures, office assignments, work schedules, etc. (paper and/or electronic media)		1	0	1	After revised or discontinued
	Logs, sign-in sheets, etc. (paper and/or electronic media)		1	0	1	After last entry date
ı,	Employee time and leave records (unit of assignment copy only) including leave request documents and time sheets. (paper and/or electronic media)		1	o	1	After calendar year created
	Financial records (office copies only) including order requisitions, purchase orders, claims, travel claims, invoices, cash receipts, petty cash records, etc. (paper and/or electronic media)		1	0	1	After fiscal year created or received
	Voice Mail		-		-	Erase or otherwise destroy messages following taking required action.
1	Voice Mail Backup	j	110	-	1то	After date backup is run
						•
Mar	ibv:					Supersedes Schedule dated: May 14, 1992
	our Calle Ban	$\overline{J}$				Approval Date: OCT 3 0: 1995



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Vа	L STATE AGENCIES - AGENC	A HEH				PAGE 1 OF 2
	- RECORDS SERIES	R.S. Cade		धाराध्य अस	t (YFE) Total	HEMARKS
1	Employee Personnel File *:					(Include start point of retention.)
	Official agency copy including loyalty oath		5	0	5	After calendar year of termination of state
	b. Supervisor's work file		6110	0	6то	
	The content of this file is determined by Personnel Rule R2-5-105. Non-Merit System agencies determine content by agency policy or procedure.					de de la lacer
2	Employee Personnel Summary (card or database file entry)		10	0	10	After calendar year of termination of state service (kept for reference only)
3	Statistical listings of employees		0	O	0	After superseded
4	Position Description (PDQ)		3	0	3	After superseded or position abolished
5	Requests for classification of new positions or reclassification of existing positions		1	0	1	After request is reviewed and acted on
5	Grievance Files (confidential)		3	0	3	After action taken or grievance resolved
7	Hiring records including application, selection, test scores, interview records, etc.		2	c	2	After calendar year received or prepared (29CFR1602.31)
3	Form I-9 (Proof of legal residency in USA)		1	0	1	After employee terminates, but not less than 3 years after date of hire (8CFR274a.2
9	EEO-4 including supporting information		3	0		After submitted (29CFR1602.30)
0	Agency employee training files including attendance lists, class outlines, etc.		3	0	[	Aiter calendar year training is given
1	Emp. Tuition Refund Program Records		3	0	3	Alter fiscal year refund is issued
- 1	Occupational safety and health records including accident reports; annual summaries		5	0	5	After calendar year reported (290FR1952.4)
3	Accident prevention programs including lists of first aid trained personnel		1	0	1 /	After superseded
rove	od by:					Supersedes Schedule dated: May 14, 1992
	Personnent of Library, Accesses and Public Records	. (/				Accroval Date:: OCT 3 () 1995



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RECORDS SERIES  REMARKS  Include start point of retention  1 0 1 After superseded After RIF completed  After superseded After RIF completed  30 0 30 After calendar year of termination of state service (2SCFR1910.20)  After superseded service (2SCFR1910.20)  After calendar year of termination of state service (2SCFR1910.20)  Supersedes Schedule dated:  May 14, 1552	geno	у Nате:					GOLLIGIA GOLLEDOLE
Gode Code RC Teal (Include start point of retention.)  Activation in force records (agency copy)  Activation in force records including computation documents and recap. Summaries  Employee medical and exposure records including lists of hazardous materials exposed to: pre-amployment physicals: results of exams; medical opinions: diagnoses; employee medical complaints etc.  These records must be filed separately from the employee personnel file.  Supersedes Schedula dated:  May 14, 1952	LL	STATE AGENCIES - AGENC	Y PER	SON	NEL		Password:
Group insurance records (agency copy)  A Reduction in force records including computation documents and recap. Surmanies  Employee medical and exposure records including lists of hazardous materials exposed to: pre-employment physicals: results of to: pre-employment physicals: results of exams; medical opinions; diagnoses; employee medical complaints etc.  These records must be filed separately from the employee personnel file.  Supersedes Schedula dated:  May 14, 1952	Va.	RECORDS SERIES	F.S.			(YFL)	FEMARIES
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computation documents and recap.  Employee medical and exposure records including lists of hazardous materials exposed to; pre-employment physicals: results of exams; medical opinions; diagnoses; employee medical complaints etc.  These records must be filled separately from the employee personnel file.  Supersedes Schedule dated:  May 14, 1992	14	f .		1	0	1	1
including lists of hazardous materials exposed to; pre-employment physicals; results of exams; medical opinions; diagnoses; employee medical complaints etc.  These records must be filed separately from the employee personnel file.  Supersedes Schedule dated: May 14, 1592	15	COMPUGUOD COCHMENTS and room		5	0	5	After RIF completed
Supersedes Schedule dated:  May 14, 1992	16	exposed to; pre-employment physicals; results of exams; medical opinions; diagnoses; employee medical complaints		30	0	30	After calendar year of termination of state service (29CFR1910.20)
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